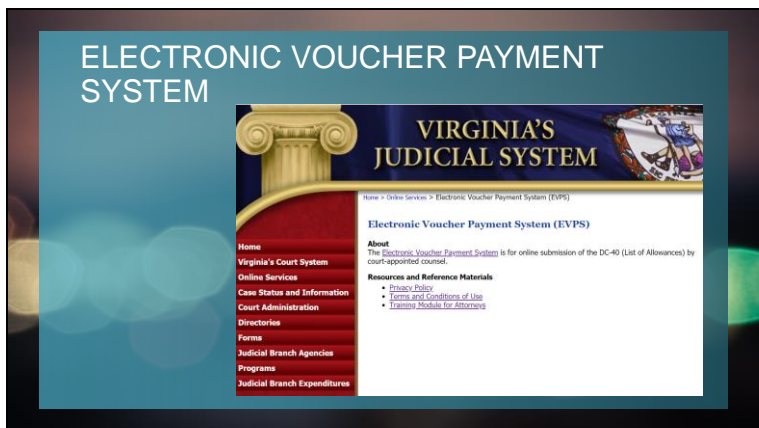


Welcome to the instructional video of the Electronic Voucher Payment System (EVPS) which processes DC40's also known as Lists of Allowances.

You will note that most devices including Smart Phones, tablets, Macs and PC's will be supported.

In addition, most browsers are supported, such as Microsoft Edge, Google, Bing, Firefox, etc., however, Internet Explorer is not supported.

The Electronic Voucher Payment System can be found on the VA Courts Website (vacourts.gov). Click in the Online Services TAB and the Electronic Voucher Payment System is in the list in alphabetical order.



On this page you may click on the [Electronic Voucher Payment System](#) link and that will take you to the registration/login page.

Please note this page also provides the training materials, as well as the Privacy Policy and Terms and Conditions of Use.

In order to create a new account within EVPS, you must already be an active OES vendor receiving payments for DC40 vouchers. If you are not an OES vendor, then you must complete the IRS W-9 form. This form must be on file with OES before payment to attorneys can be processed.

On the right side, under create a new account, please enter your Vendor F.I.N. number or your Social Security Number (The VENDOR F.I.N. refers to your Federal Identification Number provided to you by the IRS).

Then enter your Virginia State Bar Member Number and click the Sign Up button.

Upon entry of your Vendor F.I.N. or Social Security Number and your VSB member number you will be prompted to click the “Get Verification Code” button. The system will verify your information with the Virginia State Bar website based on the data entered.

You will receive a verification code in the email address that is associated with your Virginia State Bar account. If you do not receive a verification email or if the email on the verification screen is outdated, please contact the Virginia State Bar to update your profile.

Once you receive the email, you may either select the EVPS icon, which will take you to the registration page with your verification code filled in, and you will be required to enter your Vendor F.I.N. or SSN OR you may enter the verification code on the new registration page.

The screenshot shows the 'New Registration' page of the Electronic Voucher Payment System. At the top, a green banner states: 'Your vendor information has been successfully verified and an email has been sent with a verification code.' Below this, a blue box says 'New Registration' and 'Start here to create an account if you are an existing vendor'. The form fields include: 'Vendor F.I.N. or SSN' (with a 'Show Vendor F.I.N. or SSN' link), 'VSB Member Number' (displaying '23002'), 'Email ID in VSB' (with a link to get the latest email), and a 'Get Verification Code' button. There is a 'Verification Code' input field and a 'Continue' button. A footer note states: 'If you do not have access to this email, please update in VSB and restart the registration process. Click here to begin registration.'

Note: once you have completed registration, you may edit the email address, as needed.

Upon successful entry of the verification code, you will be directed to create a User ID and Password.

Please note while entering the information, for your security, the requirements are listed on the screen for the successful creation of the User ID and Password.

The password must contain at least 3 of the following characters:

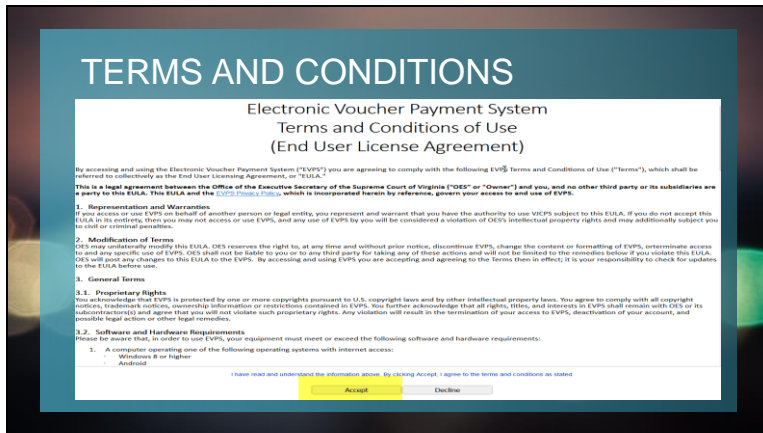
- upper case letter,
- lower case letter,
- number and/or special character.

Additionally, users are required to change passwords every 90 days and passwords may not be re-used.

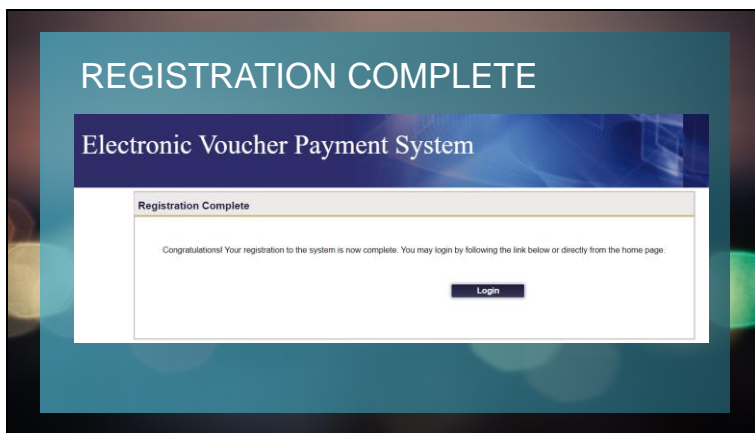
The screenshot shows the 'Complete User Registration' page. It prompts the user to 'Please enter the following information to complete your EVPS registration.' The form includes fields for 'Please create your EVPS user ID:' and 'Please enter your EVPS user password:' (with a 'Please re-enter your EVPS user password:' field). To the right, a 'Required Fields' section lists password requirements: 'User names must be at least 6 characters, start with a letter, should not exceed more than 17 characters and include only letters and numbers', 'They must be at least 6 characters in length, and', 'They must not contain the user's account name, and', 'They must use at least 3 of the following 3 characteristics: English upper / lower letters (a-z), English upper / lower letters (A-Z), Numbers (0-9), Special characters (!@#%&*~)', and 'Users are required to change their passwords every 90 days. Passwords may not be re-used.' A 'Submit' button is at the bottom right.

The screenshot shows the 'Security Questions' page. It prompts the user to 'Select Security Questions and Answers'. A list of 15 questions is shown on the left, including: 'What year did you get married?', 'What school did you attend for each grade?', 'What is your oldest cousin's last and first name?', 'What year did your mother and father meet?', 'What was the last name of your third grade teacher?', 'What is your maternal grandfather's maiden name?', 'What year was your first job?', 'What is the most famous landmark near your office?', 'What is the name of your favorite teacher?', 'What is the name of the company of your first job?', 'What is the country of your favorite vacation?', 'What is your favorite teacher's nickname?', 'What year did you graduate from high school?', 'What is the name of the first school you attended?', 'What is your favorite color?', 'What is the make of your first car?', 'What year were you born?', 'What year did you graduate from high school?', and 'What year did you get married?'. On the right, there are input fields for the answers. A 'Next & Continue' button is at the bottom right.

You will now be directed to a list of security questions. These questions will be populated and will require your unique answers at any time that you access the system from a different browser and/or device.

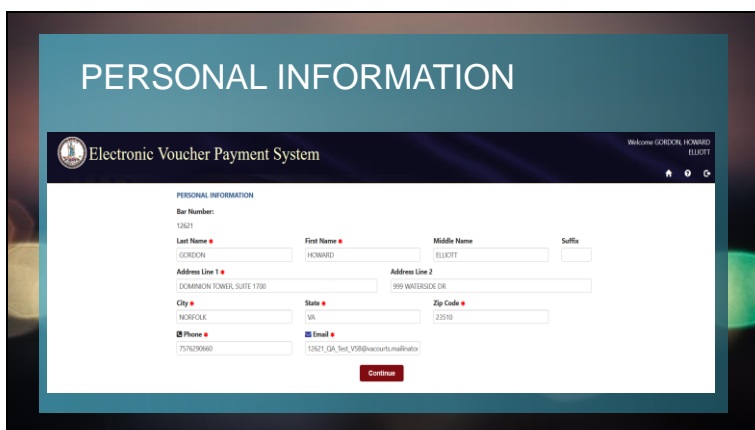


At this point, you will need to accept the Terms and Conditions of Use of the Electronic Voucher Payment System.



You have now successfully completed your registration.

You may log in to the EVPS system with the User Name and Password you provided.



Once logged in, your personal information will populate based on the information from the Virginia State Bar.

This information may be edited for voucher purposes at any time, as necessary.

VOUCHER PREFERENCES

Electronic Voucher Payment System

VOUCHER PREFERENCES

Vendor F.I.N. or SSN [Delete Vendor](#)

Payee Name

Address Line 1 Address Line 2

City State Zip Code

[Add New Voucher Preference](#) [Save](#)

Next you will be directed to fill out your Voucher Preferences. There is the option to add more vendors, by clicking the “Add New Voucher Preference +” You may also delete vendors as needed.

This information may be edited for voucher purposes at any time, as necessary.

START CLAIMS AS A GUEST

Electronic Voucher Payment System

Registered Customers/ New Registration [Sign in here if you have previously created an account. For existing DCJ vendors - create a new account.](#)

Start claims submission as a guest [Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.](#)

Vendor F.I.N. or SSN

Email

[Get Verification Code](#) [Sign Up](#)

Have verification code from your email? [Enter the verification code that you may have received in your email to start with claims submission.](#)

Track Claim status or continue with submission [Enter the Vendor Voucher Number to track claim status or continue with submission process.](#)

Instead of registering, you may submit a voucher as a guest, without an account.

You will need to enter your Vendor F.I.N. number or your Social Security Number (The VENDOR F.I.N. refers to your Federal Identification Number provided to you by the IRS).

Then enter your email, accept the Terms and Conditions, and click “Get Verification Code.”

Electronic Voucher Payment System

Registered Customers/ New Registration [Sign in here if you have previously created an account. For existing DCJ vendors - create a new account.](#)

Start claims submission as a guest [Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.](#)

Have verification code from your email? [Enter the verification code that you may have received in your email to start with claims submission.](#)

Your vendor information has been successfully verified and an email has been sent with a verification code to continue with voucher submission.

Vendor F.I.N. or SSN

Email

Verification Code

[Get Verification Code](#) [Start Claims](#)

Track Claim status or continue with submission [Enter the Vendor Voucher Number to track claim status or continue with submission process.](#)

The system will verify your information with the Virginia State Bar website based on the data entered and an email will be sent with a verification code. You will then enter the verification code, accept Terms and Conditions, and click “Start Claim”

The screenshot shows the 'Electronic Voucher Payment System' interface. The 'VENDOR INFORMATION' section includes fields for 'Vendor F.I.N. or SSN' (pre-filled with 111(VND0000056458)), 'Vendor Voucher Number' (20-251059), 'VSB Member Number' (with a red asterisk indicating it is required), and 'Vendor Reference (Optional)'. Below this is the 'PAY TO THE ORDER OF' section with fields for 'Payee Name' (with a dropdown for 'Firm, Company, Individual'), 'Attorney Name' (with a red asterisk), 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Code'. The 'COURT INFORMATION' section has a 'Court Type' dropdown, a 'Select a Court Type' link, and a 'Court Name' dropdown with a 'Select Court' link. A red 'Continue' button is at the bottom.

You will then be prompted to complete Vendor Information, Pay to the Order of, and begin your voucher submission through the Court Information section.

The screenshot shows the 'Electronic Voucher Payment System' interface with the title 'TRACK CLAIM STATUS - GUEST'. It features a sidebar with navigation links: 'Registered Customers/ New Registration', 'Start claims submission as a guest', 'Have verification code from your email?', 'Track Claim status or continue with submission' (highlighted with a yellow arrow), and 'Track Chain status or continue with submission'. The main content area has a 'Vendor F.I.N. or SSN' field, a 'Show Vendor F.I.N. or SSN' link, and a 'Vendor Voucher Number' field. A red 'Track Voucher' button and a blue 'Sign Up' button are at the bottom. A list of links is provided: 'Submit electronic DC-40 & Waiver', 'Save voucher as a draft or submit immediately', 'Track in Court and Out of Court time', 'Track expenses and mileage traveled', 'Upload supporting documents and receipts', 'View/Withdraw voucher on mobile device or desktop', 'Get notified of voucher updates to your email', and 'Click here for video tutorials'.

As a guest, you may track your claim status.

You will need to enter your Vendor F.I.N. or Social Security Number, the Vendor Voucher Number, and click the “Track Voucher” button.

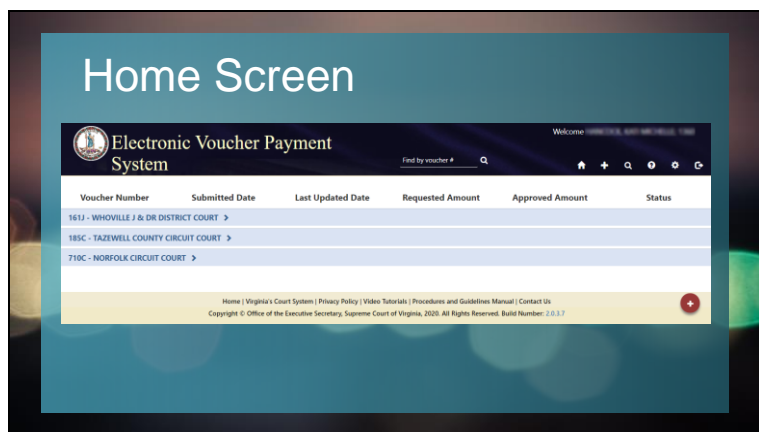
The screenshot shows the 'Electronic Voucher Payment System' interface with the title 'REGISTERED CUSTOMERS'. It features a sidebar with navigation links: 'Registered Customers/ New Registration' (highlighted with a yellow arrow), 'Start claims submission as a guest', 'Have verification code from your email or mobile number?', and 'Track Chain status or continue with submission'. The main content area has a 'Login' section with 'User Name' and 'Password' fields, a 'Login' button, and links for 'Forgot user name?' and 'Forgot password?'. There is also a 'Create a new account' section with 'Vendor F.I.N. or SSN' and 'VSB Member Number' fields, a 'Sign Up' button, and a 'Reset Account' link.








Registered users will sign in using their User Name and Password provided upon completion of the registration portion of the system.

If you are a registered user and do not remember your user name or password, please use the Forgot user name? or Forgot password? to have your user name or password emailed to you. For more details, please see the “Forgot User Name” and “Forgot Password” sections of this presentation.

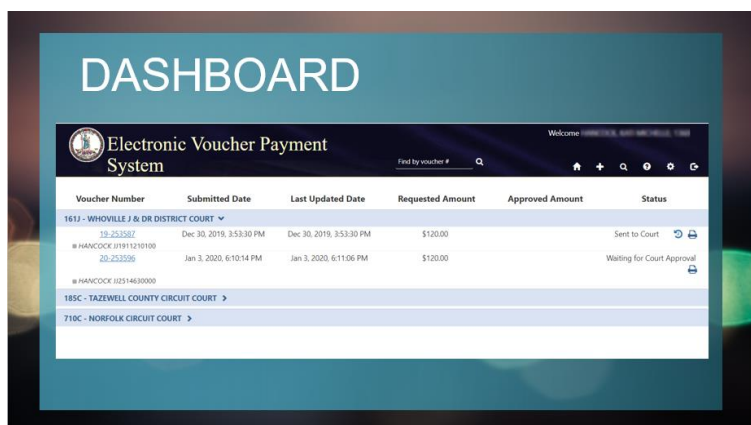
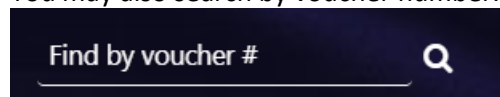
Once you have successfully logged in, you will be directed to your home screen.

You will notice several icons on the upper right side of the screen.



-  Home- At anytime, will take you back to this screen.
-  Start a new voucher. Additionally you may select  in the lower right corner.
-  Search- see the “Search” section of this presentation.
-  Help- direct you to the EVPS page on vacourts.gov
-  Settings - see the “Settings” section of this presentation.
-  Logout

You may also search by voucher number.



Additionally, you have access to a Dashboard which will include all your vouchers with their reflected status.

More specific information regarding each voucher may be viewed by clicking the blue link on the individual voucher number

The screenshot shows the Electronic Voucher Payment System interface. At the top, there's a search bar and navigation icons. Below is a table with columns: Voucher Number, Submitted Date, Last Updated Date, Requested Amount, Approved Amount, and Status. The first row shows voucher 19-253587, submitted on Dec 30, 2019, for \$120.00, with a status of 'Sent to Court'. A 'View Details' button is next to it. Below the table, a detailed status timeline for voucher 19-253587 is shown, indicating it was drafted and then sent to court. A second voucher, 20-253596, is also visible at the bottom, with a status of 'Waiting for Court Approval'.

At a glance you can track where the voucher is during the approval and payment process.

Note you may click on the dotted line to extend the timeline.

To view the information you submitted, simply click “View Details.”

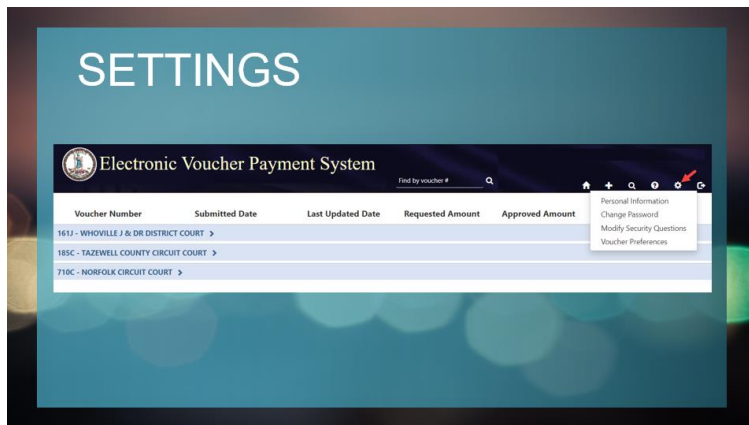
This screenshot provides a detailed view of voucher 19-253587. It shows the vendor F.I.N. or SSN (VND0000056458), the court name (WHOVILLE J & DR DISTRICT COURT), and the vendor reference. The status timeline indicates the voucher was drafted and then sent to court. The tracking section shows the vendor signature and the date/time of submission (Dec 30, 2019, 3:53:30 PM). A yellow arrow points to the case number JJ1911210100 on the left side of the screen.

Then select the case number on the left, if you want to see the whole voucher.

The screenshot shows the search interface of the Electronic Voucher Payment System. It prompts the user to 'Please select a criteria to begin your search'. The search criteria include: Court Type (dropdown), Court Name (dropdown), Voucher Number (text input), Case Number (text input), Bar Number (text input), Name (text input), Judge (text input), Voucher Status (dropdown), Trial/Service Date (text input), Submitted Date from (text input), Submitted Date to (text input), Mediator ID (text input), and a Search button. There are also 'Clear' and 'Search' buttons at the bottom.

You may Search for vouchers by a specific Court, and/or additionally by:

- Voucher Number
- Case Number
- Defendant or Juvenile Name
- Judge
- Voucher status
- Trial/Service Date
- Submitted Date or by date range
- Mediator ID



To view or update any of your account information, click the settings icon, and choose from the four options:

Personal Information, Change Password, Modify Security Questions, and Voucher Preferences.

PERSONAL INFORMATION

Bar Number:
23001

Last Name * First Name * Middle Name * Suffix *

Test Test

Address Line 1 * Address Line 2 *

Address

City * State * Zip Code *

City VA 23219

Phone * Email *

7038601360 EVPSupport@vacourts.gov

Save

Your personal information is populated based on the information from the Virginia State Bar.

This information may be edited for voucher purposes at any time necessary.

CHANGE PASSWORD

Please enter your current password *

New Password *

Confirm new password *

For your security, all passwords must meet the following requirements:

- They must be at least 8 characters in length; and
- They must not contain the user's account name; and
- They must use at least 3 of the following 4 characteristics:
 - English upper case letters (A-Z)
 - English lower case letters (a-z)
 - Numbers (0-9)
 - special characters (!@#\$%^&*)
- Users are required to change their passwords every 90 days.
- Passwords may not be re-used.

Save

At any time, you may change your password. Complete the required fields and click "Save."

The screenshot shows a web interface titled "Modify Security Questions". Below the title is a section labeled "EDIT SECURITY QUESTIONS". It contains three questions, each with a dropdown menu and a "Test" button. The questions are: "Question 1: What was your childhood nickname", "Question 2: What is the name of your favorite childhood friend", and "Question 3: What street did you live on in third grade". A red "Save" button is located at the bottom right of the form.

At any time, you may modify your security questions. Complete the required fields and click "Save."

The screenshot shows a web interface titled "Voucher Preferences". It contains a list of vendors, each with a "Delete Vendor" link. The vendors are: "Vendor F.I.N. or SSN 111", "Payee Name", "Address Line 1", "Address Line 2", "City", "State", "Zip Code", "Vendor F.I.N. or SSN 73994853054", "Payee Name", "Address Line 1", "Address Line 2", "City", "State", "Zip Code". A red "Save" button is located at the bottom right of the form.

At any time, you may update, delete and/or add new vendors under your Voucher Preferences. Complete the required fields and click "Save."

Once you have successfully registered with EVPS and, if at any time you do not remember your user name, simply click on the link, “Forgot User Name?”

You will then be directed to enter your Virginia State Bar member number, and click, “Continue”

The screenshot shows the 'Electronic Voucher Payment System' login page. It has two main sections: 'Login' and 'Create a new account'. The 'Login' section has fields for 'User Name' and 'Password', with a 'Login' button below. The 'Create a new account' section has fields for 'Vendor F.I.N. or SSN' and 'VSB Member Number', with a 'Sign Up' button below. A yellow arrow points to the 'Forgot user name?' link located below the 'Login' button.

The screenshot shows the 'Forgot username?' page. It has a field for 'Enter VSB member number' with the value '23003' entered. Below the field is a red 'Continue' button. A red error message 'VSB member number is required.' is visible below the field.

You will then select the “Get User Name” button.

The screenshot shows the 'Forgot username?' page. It has a field for 'Enter VSB member number' with the value '23003' entered. Below the field is a red 'Continue' button. Below the 'Continue' button is a red 'Get User Name' button. A message below the button says: 'If you do not have access to the preferred mode of communication, please click here to send the username to Email ID registered in Virginia State Bar if different from Email ID registered in EVPS.'

Then enter your email address and “Verify.”

The screenshot shows a 'Verify Email Address' dialog box. It has a text input field with the email address 'kha*****@vac*****.go*' entered. Below the field is a 'Verify' button. A message below the button says: 'Email ID registered in EVPS.'

You will then be redirected to the login page, and receive an email with your user name.

The screenshot shows an email from 'noReply@vacourts.gov' to 'Kati Hancock'. The email subject is 'QA - EVPS Recover Username'. The body of the email says: 'We have sent you this email in response to your request to recover your EVPS username. Username: K23003. Click here [Forgot Password] to reset your password. If you have any questions, please contact evpsupport@vacourts.gov. Regards, EVPS. This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. ***** This message is sent from QA Test Server And is only for testing purpose. Please disregard this message. Destination e-mail addresses have been modified based on the configuration Actual Mail addresses included in the message are: To: khandcock@vacourts.gov *****'

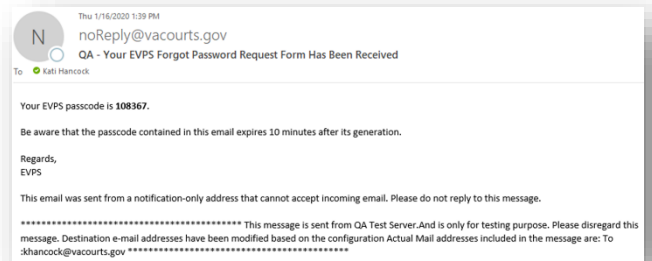
If, at any time, you do not remember your password, simply click on the link, Forgot Password. You will then be directed to enter your user name and click, "Continue"

Upon entry of your user name, you will be prompted to select the "Get Verification Code."

Note: If you do not have access to the mode of communication, you have the option to send the verification code to the email address associated with the Virginia State Bar.

Then enter your email address and "Verify."

You will then receive an email with your verification code.



Enter the verification code and select “Continue.”

Then create a new password and continue with your login.

RESET ACCOUNT
Electronic Voucher Payment System

Registered Customers/ New Registration
Sign in here if you have previously created an account. For creating new users - create a new account.

Login
User Name
Enter your User Name
Password
Enter your Password
Login
Forgot user name? Forgot password?

Create a new account
Vendor F.I.N. or SSN
Enter a valid Vendor F.I.N. or SSN
VSB Member Number
Enter a valid VSB Member Number
Sign Up

Start claims submission as a guest
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email/ mobile number to get verification code.

Have verification code from your email or mobile number?
Enter the verification code that you may have received in your email/ mobile to start with claims submission.

Track Claim status or continue with submission
Enter the Vendor Voucher Number to track claim status or continue with submission process.

If you are a registered user and have been locked out of your account, please enter your Vendor F.I.N. or SSN and your VSB Member Number, then select “Reset Account.”

Next, click the “Get Verification Code” button.

Reset Account

Vendor F.I.N. or SSN
...

Show Vendor F.I.N. or SSN

VSB Member Number
23003

Preferred Mode of communication
☒ kha*****@vac*****.go*

Get Verification Code

If you do not have access to the preferred mode of communication, please click [here](#) to send the verification code to Email ID registered in Virginia State Bar if different from Email ID registered in EVPS.

If you do not have access to the registered Email ID in VSB, please update in VSB and restart the reset account process. Click [here](#) to begin the reset account process.

Note: If you do not have access to the mode of communication, you have the option to send the verification code to the email address associated with the Virginia State Bar.

Then enter your email address and Verify, and you will receive a verification code from the selected mode of communication.

Forgot username?

Verify Email Address

Please confirm your email address kha*****@vac*****.go*:

Verify

Email ID registered in EVPS.

Thu 1/16/2020 2:08 PM
noReply@vacourts.gov
QA - Your EVPS Account Reset Request Form Has Been Received

To: Kati Hancock

Your EVPS Account Reset Request Form has been received.

You may begin your submission by completing the following steps:

1. Go to [EVPS](#) OR,
2. Enter your passcode **630670**, then click Continue.

Be aware that the link and verification code contained in this email expires 10 minutes after its generation.

You will receive an email regarding your account after you have completed the EVPS user verification process.

Regards,
EVPS

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

***** This message is sent from QA Test Server. And is only for testing purpose. Please disregard this message. Destination e-mail addresses have been modified based on the configuration Actual Mail addresses included in the message are: To: khancock@vacourts.gov *****

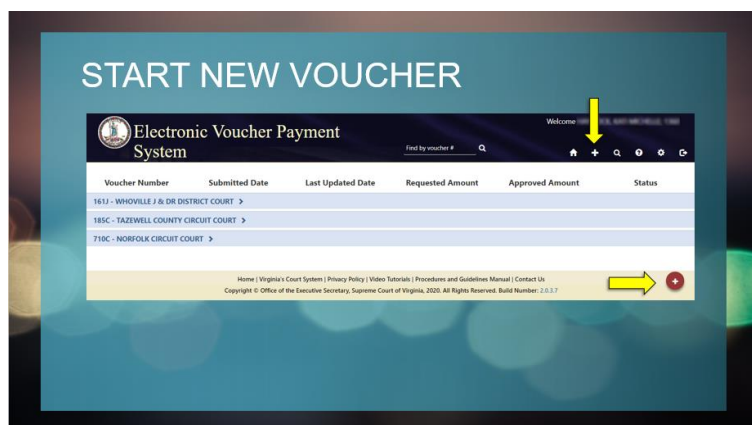
Once you receive the email, enter your verification code, and click “Continue.”

The screenshot shows a web browser window with a title bar that says "Reset Account". Below the title bar is a green notification bar that reads: "If the entered data is right, we have sent you a verification code to kha*****@vac*****.go". The main form area has a blue header "Reset Account". Below this, there are several fields: "Vendor F.I.N. or SSN" with a masked value "***", a checkbox "Show Vendor F.I.N. or SSN", "VSB Member Number" with the value "23003", and "Preferred Mode of communication" with a radio button selected for "kha*****@vac*****.go". There is a red button labeled "Get Verification Code". Below this, there is a link: "If you do not have access to the preferred mode of communication, please click here to send the verification code to Email ID registered in Virginia State Bar if different from Email ID registered in EVPS." A "Verification Code" input field is present, followed by a red "Continue" button and a blue circular refresh icon.

You will then create a new password.

The screenshot shows a web browser window with a title bar that says "Reset Password". The form has a blue header "Reset Password". Below the header, the "User Name:" is displayed as "K23003". There are two input fields: "New Password:" and "Confirm Password:". The "New Password:" field has a red error message "New Password is required". The "Confirm Password:" field has a red error message "Confirm new password is required". A blue "Submit" button is located below the "Confirm Password:" field. Below the form, there is a section titled "For your security, all passwords must meet the following requirements:" followed by a list of requirements: "They must be at least 8 characters in length; and", "They must not contain the user's account name; and", "They must use at least 3 of the following 4 characteristics: English upper case letters (A-Z), English lower case letters (a-z), Numbers (0-9), and special characters (!@#\$%^&)", and "Passwords may not be re-used."

Note: Your user name is displayed.



To start a new voucher, select the “+” icon in the upper right corner. Additionally, you may select the + sign in the lower right corner.

You will notice there are three sections:

- **VENDER INFORMATION** includes the Vendor F.I.N. or SSN, VSB Member Number, Vendor Voucher Number, and Vendor Reference.

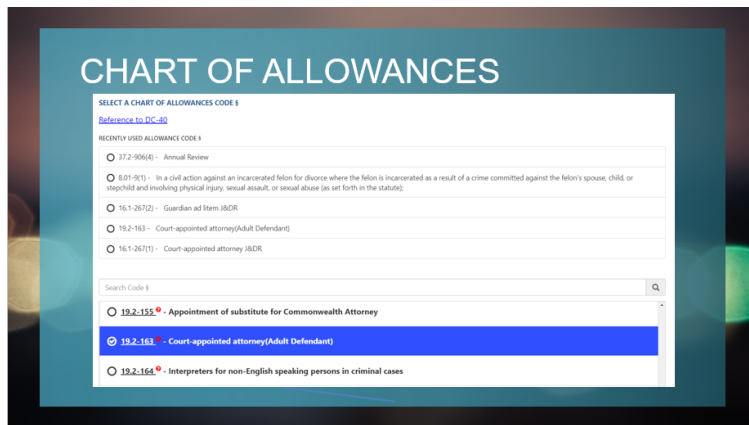
The Vendor Reference is an optional free form field for your personal internal use. This information will be printed on the check stub for your reference. Do not use any characters other than numbers or letters in this field.

Note: If you have more than one Vendor added on your account, make sure the correct Vendor is selected from the drop-down.

- **PAY TO THE ORDER OF**, is simply how the check should be written and requires an entry, including address.
- **COURT INFORMATION**, includes **COURT TYPE** which requires you to select the level of court, for example Circuit, Combined or General District, or J&DR; **COURT NAME** which requires you to select the name of the locality that this case was heard.

Once you have selected the required information, click **CONTINUE**

Note: Only the courts that are participating in this program will be available in the dropdown.



You will now be directed to the list of code sections from the Chart of Allowances.

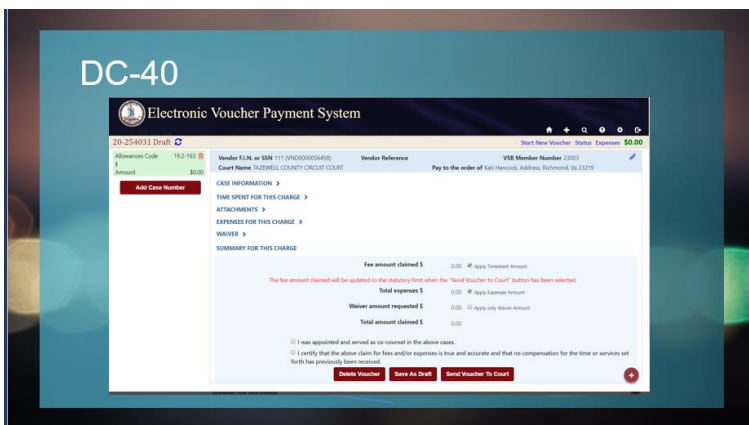
There is a “Reference to DC-40” link that will open a blank DC-40.

Please select the appropriate Chart of Allowance code section that applies to this specific case. If needed, you will have the option to edit this selection before submission.

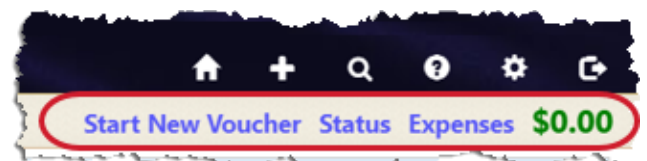
For your convenience, your frequently selected code sections will move to the top of the list for future entries.

At this point, you will note a variety of learning tools that are provided in various fields throughout the system. These tools will only populate for the first few times the system is initiated. You have the option to view these tools or skip them.

Displayed on the left side of the banner bar, is the Vendor Voucher Number, the status of the current voucher, and a refresh icon.



Displayed on the right side on the banner bar:



- “Start New Voucher,” when selected will allow you to start a new voucher.
- “Status,” when selected will show you a detailed summary of the status thus far.
- “Expenses,” when selected will show you expenses for all charges on the voucher.
- Lastly, at the end of the banner bar, will be the total amount for the voucher.

Below the banner bar is the Voucher header, if needed you may edit the fields by selecting the edit icon.

On the left of the screen there is an “ADD CASE NUMBER” button. This allows you to submit up to 10 cases on one voucher. Before adding case numbers to your voucher, select, “Save as Draft” first.

Please note that if a case is rejected, all cases on the voucher will be rejected. Once the correction(s) have been made to that case, it can easily be resubmitted for payment.

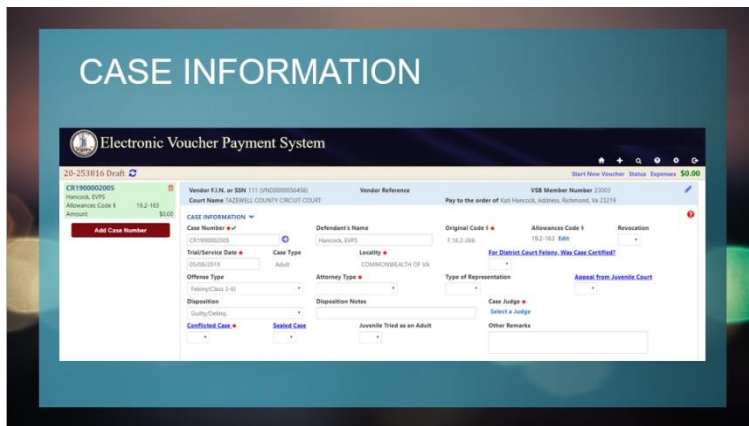
The DC-40 Voucher is divided into 5 sections, Case Information, Time Spent for this Charge, Attachments, Expenses for this Charge, and a Waiver section, for more details, see the corresponding sections within this presentation.

There is also a Summary of this Charge section. This section provides the Fee amount claimed, total expenses, Waiver amount requested, and the Total amount claimed.

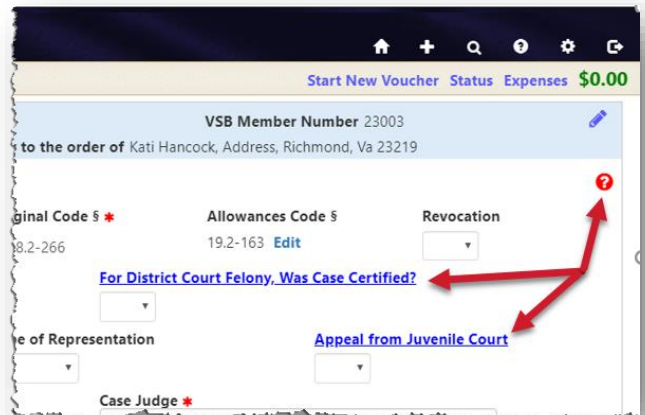
Note: Based on your voucher submission, please check the appropriate box or boxes. For example, if you served as co- counsel, please select the box, "I was appointed and served as co-counsel in the above case."

If at any time you need to delete the voucher, you may click the “Delete Voucher” button, if at any time you need to save the voucher and continue later, click the “Save as Draft” button. Please note, that the case management system is only available between the hours of 7:00 am and 7:00 pm on business days. However, this system will allow the “SAVE AS DRAFT” option to be selected at any time to preserve the entered data and allow the DC40 to be completed at a later time. If a case is saved after 7:00pm, the voucher will not be submitted until the information has been verified on the next business day. You will receive an email once the voucher information has been verified against the case management system.

Once you have completed your voucher, and ready to submit, click the “Send Voucher to Court” button.



You will notice a RED question mark in the corner of each section along with blue, underlined fields, by clicking them, a HELP screen will appear and provide a brief description of the corresponding field and section.



Starting with the case number, the required fields with the RED asterisks must be completed. Once the case number has been entered, the next step is to click the Blue Circle with the White Arrow. By doing so, data will be populated from the court's case management system to the appropriate fields (which will include some of the required fields).

You will note certain fields, such as Original Code Section, Case Type and Locality are not editable.

In order to submit a voucher, it is required to be a Commonwealth of Virginia case. Locality cases can not be submitted electronically.

You will need to complete the other fields as they relate to your individual DC40 submission, such as OFFENSE TYPE, ATTORNEY TYPE, CONFLICTED CASE, CASE JUDGE, etc.

When completing the CASE JUDGE field, click the "Select a Judge" button so you may search and select a judge.



The CONFLICTED CASE field should be marked with a YES, if a second court appointed attorney is being paid due to a conflict with a prior court appointed attorney.

Other Remarks is an optional field that provides additional information to OES for payment processing. Please do not enter any confidential information, such as TAX-ID or SSN, in this field.

Note: The remarks field will be required, if "YES" was selected for conflicted case.

TIME SPENT FOR THIS CHARGE

TIME SHEET DETAILS >

In Court time	Hourly Rate \$	0.00	Hours	0	Minutes	0	\$0.00
Out of Court time	Hourly Rate \$	0.00	Hours	0	Minutes	0	\$0.00
Total : \$0.00							

“In Court” and “Out of Court” time fields must be listed separately.

You may enter your total in court and total out of court time; or you may select "Time Sheet Details" to break down your time by date.

The Hourly Rates and Compensation totals are calculated by the system for each individual case.

TIME SPENT FOR THIS CHARGE

TIME SHEET DETAILS >

Date	Description	In Court	Out Court	Hourly Rate \$	Compensation \$
MM/DD/YYYY		HH:MM	HH:MM	0.00	0.00
MM/DD/YYYY		HH:MM	HH:MM	0.00	0.00
MM/DD/YYYY		HH:MM	HH:MM	0.00	0.00
MM/DD/YYYY		HH:MM	HH:MM	0.00	0.00
MM/DD/YYYY		HH:MM	HH:MM	0.00	0.00

+ In Court time Hourly Rate \$ 0.00 Hours 0 Minutes 0 \$0.00

Out of Court time Hourly Rate \$ 0.00 Hours 0 Minutes 0 \$0.00

Total : \$0.00

The voucher will allow attachments, as required. For example, if you are part of a conflicted case, and have a substitution of counsel order, please attach. Adding these various documents could provide essential documentation, therefore less rejections and faster payments.

These will need to be in pdf, jpeg, png or gif format. Again, by clicking on the RED question mark, you will open up a HELP screen that will explain the attachment process.

Please note, this is not the place to attach receipts, as they should be included in the EXPENSES FOR THIS CHARGE section.

Click, “Click to browse,” select your document, and then you will be prompted to select a category from the drop-down. The Description field is optional. Once completed, click, “Upload.”

ATTACHMENTS

ATTACHMENTS >

Allowed file types: pdf, jpeg, png, gif.
Please use expenses section if you want to attach any receipts.

Click to browse

Upload Attachments

Note: Please use expenses section if you want to attach any receipts.

File Name	Category	Description
Test.pdf		

Upload

Itemization must accompany all expenses claimed, and receipts are required for each individual expense over \$20.

Mileage does not require a receipt.

Use the paperclip icon to attach any receipts, as required. This feature will allow multiple receipts to be added, if needed.

Note: The “Description” field is mandatory if entered, “Miles Traveled” or “Other Expenses.”

Any court-appointed attorney seeking a waiver above the statutory fee amount must complete the DC40A (APPLICATION FOR AND APPROVAL OF WAIVER OF FEE CAP) for each charge. Explanation for waiver request is required.

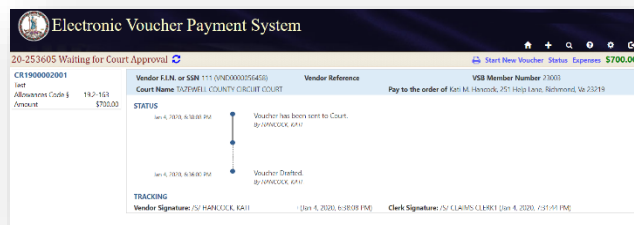
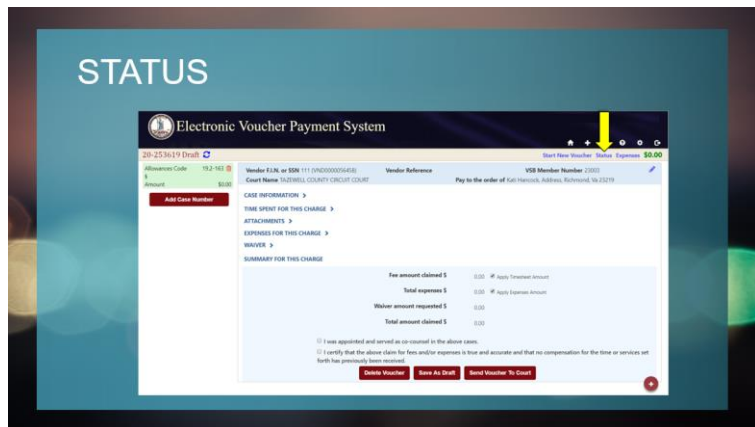
Based on the waiver requested, please check the appropriate box or boxes.

Note: There is a “Reference to Waiver” link that will open a blank DC-40A form.

In addition, if you are submitting a voucher for a waiver only (and expenses, if applicable), please make sure to check the checkbox, “Apply only Waiver Amount.” By checking this checkbox, the “Fee amount claimed” field will become zero, and a fee amount will not be permitted.

You are also able to view an up to date timeline for the stage of each voucher in the STATUS Tab. At a glance you can track where the DC40 is during the approval and payment process.

Note you may click on the dotted line to extend the timeline.



The system provides an email to the registered email address when a voucher has been rejected by the Court, and when it has been processed by OES.

NOTES TO REMEMBER

- ❖ **SAVE AS DRAFT** may be selected at any time to preserve the entered data and to allow the DC40 to be completed at a later time. This may be used during off hours, as case management data is not available after 7:00 pm. If a case is saved after 7:00 pm., the voucher will not be submitted until the information has been verified on the next business day. You will receive an email once the voucher information has been verified against the Case management data.
- ❖ 10 cases may be submitted per voucher. However, if one is rejected, then all cases are rejected.
- ❖ Vouchers submitted for Court of Appeals or Supreme Court of Appeals, please make sure you are using the appropriate Chart of Allowance Code \$19.2-326.

Need assistance?

If you have any questions or concerns, please contact the Clerk's Office where you are submitting your voucher.

You may also contact the

HELP DESK at 804-786-7888 or email us at EVPSsupport@vacourts.gov